

Tobacco Self-Evaluation Tool

To be completed by the nurse leader and submitted with annual status report.

Name of school district: _____
(For nonpublic & charter schools, include name and address of school: _____)

Nurse Leader: _____ **School Year:** _____ -- _____

1. How often is the tobacco policy at your school enforced with students?

- a. Always
- b. Usually
- c. Occasionally
- d. Never

2. How often is the tobacco policy at your school enforced with faculty and staff?

- a. Always
- b. Usually
- c. Occasionally
- d. Never

3. Is the tobacco policy enforced during evenings/nights, weekends, and at special school events?

- a. Always
- b. Usually
- c. Occasionally
- d. Never

4. If the school is used by community organizations during after-school hours, is the tobacco policy enforced?

- a. Always
- b. Usually
- c. Occasionally
- d. Never

5. At which of the following locations is enforcement problematic? (i.e., difficult to identify violators and either take action or refer them to the appropriate person for action.)

- a. Bathrooms
- b. Athletic fields
- c. Parking lots
- d. Stairwells
- e. Hallways
- f. School buses
- g. After-school activities
- h. Maintenance areas
- i. Off-campus school-sponsored events

6. Does your school adhere to Rule 14 of the Massachusetts Interscholastic Athletic Association which treats tobacco use the same as other drugs and requires that the student found in violation of the policy be prohibited from playing two consecutive games, etc.?

- a. Yes
- b. No

7. **Are any of the following people responsible for enforcing* the policy your school has adopted which prohibits tobacco use by students?** (Mark yes or no for each response.) [* “enforcing” refers to the act of identifying the violator and either taking action or referring him/her to the appropriate person for action]

	Yes	No
a. School administrators.....	1	2
b. School security guards	1	2
c. Teachers	1	2
d. Student support staff (nurse, social worker, counselor, etc.).....	1	2
e. Law enforcement officers.....	1	2
f. Parents	1	2
g. School volunteers	1	2
h. Bus drivers	1	2
i. Coaches	1	2
j. Other school staff	1	2

8. **Are any of the following people responsible for enforcing the policy your school has adopted that prohibits tobacco use by faculty and staff during school related activities?** (Mark yes or no for each response.) [* “enforcing” refers to the act of identifying the violator and either taking action or referring him/her to the appropriate person for action]

	Yes	No
a. School administrators.....	1	2
b. School security guards	1	2
c. Teachers	1	2
d. Student support staff (nurse, social worker, counselor, etc.).....	1	2
e. Law enforcement officers.....	1	2
f. Parents	1	2
g. School volunteers	1	2
h. Bus drivers	1	2
i. Coaches	1	2
j. Other school staff	1	2

9. **When students are caught using tobacco products, what actions are taken for each offense?**
(Check as many actions as applicable.)

Actions	1st Offense	2nd Offense	3rd Offense
a. Referred to school counselor			
b. Referred to a school administrator			
c. Encouraged, but not required, to participate in an assistance, education, or cessation program			
d. Required to participate in an assistance, education, or cessation program			
e. Referred to legal authorities			
f. Placed in detention			
g. Given in-school suspension			
h. Suspended from school			
i. Expelled from school			
j. Reassigned to an alternative school			
k. Parents or guardians are informed			
l. Fined			
m. Restricted in extra-curricula activities/privileges			
n. Required to participate in community services			

- 10. When faculty or staff is caught violating school policy that prohibits tobacco use during school related activities, what actions taken for each offense?** (Mark as many actions as applicable for each offense.)

Action	1 st Offense	2 nd Offense	3 rd Offense
a. Referred to a school or district administrator			
b. Given a verbal warning			
c. Given a written warning			
d. Fined			
e. Encouraged to attend a cessation program			
f. Given compensatory time to attend a cessation program			
g. Suspended from position			

- 11. What actions are taken when adult visitors are caught violating school policy that prohibits tobacco use during school related activities?** (Mark as many actions as applicable for each offense.)

Action	1 st Offense	2 nd Offense	3 rd Offense
a. Referred to a tobacco education program			
b. Given a verbal warning			
c. Given a written warning			
d. Fined			
e. Referred to law enforcement			
f. Requested to leave an event			

- 12. During the present school year, was there a process in place to ensure that information was provided to students about where they could go if they wanted help quitting tobacco use (e.g., special classes, groups, or programs for tobacco cessation) either provided by the school or another resource?** (Mark one response.)
- a. Yes
b. No
- 13. During the present school year, has information been provided to faculty and staff about where they could go if they wanted help quitting tobacco use (e.g., special classes, groups, or programs for tobacco cessation) either provided by the school or another source?** (Mark on response.)
- a. Yes
b. No

14. Does your school provide any programs for the following groups on site to help them if they want to quit tobacco use? (Mark yes or no for each response.)

	Yes	No
a. Faculty and staff.....	1	2
b. Students.....	1	2
c. Family members of faculty and staff.....	1	2
d. Family members of students	1	2
e. Community members.....	1	2

15. If programs are available for students using tobacco products, how many participated? _____
How many reported that they quit by the end of the program? _____
How many reported that they cut down tobacco use by the end of the program? _____

16. If programs are available for faculty and staff, how many participated? _____
How many reported that they quit by the end of the program? _____
How many reported that they cut down tobacco use by the end of the program? _____

17. In which of the following places is tobacco advertising prohibited? (Mark yes or no for each place.)

	Yes	No
a. In the school building.....	1	2
b. On school grounds including on the outside of the building, on playing fields, or other areas of the campus	1	2
c. On school buses or other vehicles used to transport students.....	1	2
d. In school newsletters, newspapers, or other school publications	1	2

18. Are you aware of any tobacco-sponsored events in your school? (Mark one response.)

- a. Yes
- b. No

19. Are students at your school prohibited by policy from wearing tobacco brand-name apparel or carrying merchandise with tobacco company names, logos, or cartoon characters on it? (Mark one response.)

- a. Yes
- b. No

20. In what areas are there signs posting a tobacco-free zone? (Mark as many responses as applicable.)

- a. School entrances
- b. Bathrooms
- c. Gymnasiums
- d. Athletic fields
- e. School buses
- f. Area at a specified distance from school grounds

21. How much support do you believe exists among faculty and staff for the policy your school has adopted which prohibits tobacco use by students? (Mark one response.)

- a. Very high support
- b. Moderate support
- c. Slight support
- d. No support

22. How much support do you believe exists among faculty and staff for the policy your school has adopted which prohibits tobacco use by faculty and staff? (Mark one response.)

- a. Very high support
- b. Moderate support
- c. Slight support
- d. No support

23. How much improvement in compliance with policies did you see?

- a. No improvement or growth
- b. Minor improvement or growth
- c. Major improvement or growth

24. How many incidents of tobacco use (cigarettes, cigars, pipes, or smokeless tobacco) on school property were reported during the just-completed school year?

Type of school	Student Offenders	Faculty/Staff Offenders	Other Offenders (e.g., visitors)
Elementary school			
Middle school			
High school			

25. Was tobacco education a focus of your comprehensive school health program this year?

- a. Yes
- b. No

26. Does your school provide parent education on tobacco use prevention?

- a. Yes
- b. No

27. Does your school encourage parents to participate in community efforts to prevent tobacco use and addiction?

- a. Yes
- b. No

28. Does your school provide parents with information on community resources for tobacco use prevention?

- a. Yes
- b. No

29. Does your school provide parents who use tobacco products with resource information on community smoking cessation programs and support groups?

- a. Yes
- b. No

30. Have local media been involved in school-based tobacco use prevention?

- a. Yes
- b. No

31. Does your school assist local board of health or law enforcement representatives in recruiting students to conduct compliance checks at establishments selling tobacco?

- a. Yes
- b. No

32. Does your school health advisory council include representation from the following? (Mark all that apply.)

- a. Local board of health
- b. Local tobacco coalition

33. Please identify the successes of the tobacco control program in your school district.

34. Please identify any problems you encountered with the implementation of the tobacco control program in your school district.

35. Please briefly outline your tobacco control program plan for next school year.

Name and title of personnel who participated in completion of form: